

4

PRESENT PRESENTATION SKILLS SELF-EVALUATION

To be a more effective presenter it is useful to examine your present skills. The following evaluation can help determine the areas on which to focus to increase your competency. Please read the statement and then circle the number that best describes you. Then concentrate during the balance of this book on those items you marked 1, 2 or 3.

	Always	Never
1. I determine some basic objectives before planning a presentation.	5 4 3 2 1	
2. I analyze the values, needs and constraints of my audience.	5 4 3 2 1	
3. I write down some main ideas first, in order to build a presentation around them.	5 4 3 2 1	
4. I incorporate both a preview and review of the main ideas as my presentation is organized.	5 4 3 2 1	
5. I develop an introduction that will catch the attention of my audience and still provide the necessary background information.	5 4 3 2 1	
6. My conclusion refers back to the introduction and, if appropriate, contains a call-to-action statement.	5 4 3 2 1	
7. The visual aids I use are carefully prepared, simple, easy to read, and have impact.	5 4 3 2 1	
8. The number of visual aids will enhance, not detract, from my presentation.	5 4 3 2 1	
9. If my presentation is persuasive, arguments are used that are logical and that support my assertions.	5 4 3 2 1	
10. I use anxiety to fuel the enthusiasm of my presentation, not hold me back.	5 4 3 2 1	
11. I insure the benefits suggested to my audience are clear and compelling.	5 4 3 2 1	
12. I communicate ideas with enthusiasm.	5 4 3 2 1	
13. I rehearsed so there is a minimum focus on notes and maximum attention paid to my audience.	5 4 3 2 1	

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| 14. My notes contain only "key words" so I avoid reading from a manuscript or technical paper. | 5 4 3 2 1 |
| 15. My presentations are rehearsed standing up and using visual aids. | 5 4 3 2 1 |
| 16. I prepare answers to anticipated questions, and practice responding to them. | 5 4 3 2 1 |
| 17. I arrange seating (if appropriate) and check audio-visual equipment in advance of the presentation. | 5 4 3 2 1 |
| 18. I maintain good eye contact with the audience at all times. | 5 4 3 2 1 |
| 19. My gestures are natural and not constrained by anxiety. | 5 4 3 2 1 |
| 20. My voice is strong and clear and is not a monotone. | 5 4 3 2 1 |

Total score _____

If you scored between 80–100, you are an accomplished speaker who simply needs to maintain basic skills through practice.

If your total score was between 60–80, you have the potential to become a highly effective presenter.

If your score was between 40 and 60, this book can help you significantly.

If you scored between 30 and 40, you should show dramatic improvement with practice.

If your total was below 30, roll up your sleeves and dig in. It may not be easy but you can make excellent progress if you try.

At the conclusion of this program, take this evaluation again and compare your scores. You should be pleased with the progress you have made.